



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



**TO:** Development Services Customers

**SUBJECT:** **INFORMATION BULLETIN 101**  
Residential Checklist for One- and Two-Family Dwelling Plans

**DATE:** October 5, 2005  
*Revised February 13, 2012/August 1, 2014*

**CREATED BY:** Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 101. This bulletin has been updated to incorporate the department's new format for Information Bulletins. The purpose of this information bulletin is to provide you with a checklist of all required documents to submit as part of a residential building permit application to DSD. By following this checklist, you will avoid unnecessary delays in the review/approval/issuance of your building permit should DSD determine that required elements are missing from your application submittal packet.

**Scope:**

- I. A building permit application submitted by the applicant must comply with all requirements under each applicable code and shall contain the following:
- A completed [Residential Building Permit Application](#) for a building permit.
  - A copy of the latest plat as well as the Volume and Page as recorded in Bexar County, or a [Letter of Determination](#) from DSD Land Development.
  - A submittal of a report showing compliance with the 2009 International Energy Conservation Code (see Residential Building Permit Application).
  - A completed/notarized [Tree Application/Affidavit](#) and any additional information required by that document. Submit a tree preservation plan if option 2 or 4 is checked. See [IB 552](#).
  - Two identical sets of construction documents drawn to scale. An engineer licensed in the State of Texas is required to design items that exceed the prescriptive requirements of the International Residential Code (IRC). At a minimum, all submittal packages/drawings shall include:

- A. A site plan that matches the recorded platted lot. The site plans shall include: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and required setback lines.
  - (1) Encroachments below, on or above platted easements will not be allowed unless written authorization has been received from all utility companies therein or a note is provided on the recorded plat. If the note is not provided on the recorded plat, a letter of authorization will be required with the permit application.
  - (2) The construction of concrete approaches, sidewalk and curb is required to be shown on all plans unless a variance has been granted by the Planning Commission.
- B. Foundation plan of sufficient detail to show conformance to the provisions of the IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements of braced wall panels if required in braced wall plan. (Note: all post tension foundation designs must be prepared by a Texas registered professional engineer).
- C. Floor Plan(s)
- D. Wall and floor/ceiling/roof sections and details. These shall include framing plans and/or framing design information as follows:
  - ✓ General - lumber size, grade, species and spacing of all wood elements.
  - ✓ Wood framed floors - spans and any intermediate girders. See IRC R502.
  - ✓ Wood framed walls – wall type (2x4's @ 16 in. o.c. as example), wall height, headers. See IRC See R602.3.
  - ✓ Wood framed roofs – Roof framing plan to include rafters and girders as a minimum. See IRC R802.2, R802.4 and R802.5.
- E. Exterior elevations (all sides)
- F. Window and door schedule or details
- G. Brace wall plan showing compliance with IRC R602.10. The plan shall clearly indicate the braced wall lines and the braced wall method used for compliance to expedite review.
- The [Tax Increment Financing/Universal Design Form](#) if this project receives any form of funding through the city or state or federal government.
- Submit an additional copy of the completed Tree Affidavit with a tree preservation plan if applicable.

Should you wish to exercise the optional Review/Certification of One- and Two- Dwelling Plans, please see [Information Bulletin 100](#).

- II. One- and two-family dwellings are required to comply with the following codes and City of San Antonio code amendments -[\(New Chapter 10 - Building Related Codes\)](#):

- *2012 International Residential Code*
- *2012 International Mechanical Code*
- *2012 International Plumbing Code*
- *2011 National Electrical Code*
- *Unified Development Code*

If you have any questions on this process, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov) or by calling (210) 207-4408.

**Summary:**

This Information Bulletin is for informational purposes only.

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